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ABSTRACT

This program description provides a detailed summary of the efforts employed at the North Chicago Community High School in North Chicago, Illinois, to recruit public aid recipients into adult education programs. Outlined first are the educational needs of the North Chicago community. Then various agencies cooperating with the high school's recruitment efforts are listed. Presented next are the measurable objectives of the recruitment program. The organizational structure of the adult education program and the relationship of Title XX public aid coordinators and high school recruiter-counselors to the total program are explained. Appended to the report are various forms, including a student questionnaire, an enrollment roster, course advertisements, publicity letters, and facsimiles of publicity posters. (MN)

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RECRUITING PUBLIC AID RECIPIENTS INTO ADULT EDUCATION PROGRAMS

National Adult Education Conference

Anaheim, California

Thursday, October 29, 1981

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William B. Snodgrass, Director
Adult & Continuing Education
North Chicago Community High School
North Chicago, Illinois 60064

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NEED FOR SERVICE

North Chicago is a diverse community with many ethnic groups. Polish, Slavic, Black, Polish, Puerto Rican, Mexican, and other minority groups. In our district and on the south side of the neighboring district we contacted over 1250 clients, 459 of these identified did enroll in some type of adult education class last year.

Of these 459 persons served 54% were from minority groups and had attained the following education levels:

1. No school.....1
2. Some elementary.....19
3. All elementary.....26
4. Some high school.....251
5. High school graduates.....134
6. Some college.....35
7. All college.....2

In summarizing the figures, we need to make a concentrated effort to increase our recruiting for GED and high school credit classes, then increase our vocational offerings so there are more job skill type of courses available.

The basic education and ESL students are sent a series of reminder letters describing our program followed up with telephone calls and some home visits. In our GED program a letter of congratulations is sent to those who finish, a letter to those who partially finished but had to drop out and another letter to those who registered but did not attend any classes.

A large part of the Spanish speaking community are not attending our ESL or basic elementary classes. They were attending similar classes funded through CETA and they were receiving payment for being

in school. This program has been eliminated and we are now enrolling a lot of Spanish speaking students in the evening. We have two instructors, one Mexican and one Puerto Rican, with an aid who speaks Polish.

At the present time (fall classes 1981) our classes are filled to capacity, and the task that is always important is encouraging these clients to attend regularly.

PROJECT DESIGN

The following outline described the basic service methodology of the program and how it will be carried out. Where coordination and linkage to programs/services operated by other agencies is critical to the success of this project, they should be contacted and a careful explanation of the program be made.

This will be done by the counselor-coordinator of the program.

A. PROJECT DELIVERY

1. The program is carried on by the Adult Evening School at the North Chicago Community High School.

   The advertisement is handled through the regular adult evening bulletin, personal letters, personal counseling and telephone calls.

   The agencies listed below are cooperating with our project.

2. Other agencies cooperating with our program.

   a) Lake County CETA
   b) Urban League of Lake County
   c) Community Action
   d) Lake County Mental Health Clinic
   e) Apprentice Outreach Center
   f) Puerto Rican Society
   g) Public Aid Counselors
   h) Informational and Referral Service at Public Aid
   i) Waukegan Developmental Center

3. These organizations are assisting us in advertising and referral of people to our programs.

4. This special project will strengthen the entire Title XX program by increasing the recruiting, counseling, referral and follow-up procedure.

5. The success of the program depends a great deal on the effectiveness of the counselor coordinator.

OBJECTIVES OF PROGRAM

Listed below are measureable objectives which relate to the planned level of service program effectiveness, and the long term impact of this service in the specified geographic location.

1. Each semester send programs and special mailings to 1250 public aid recipients in the North Chicago-South Side Waukegan Area.

2. Employ a counselor-coordinator to make two visits to all the cooperating agencies before each school year.

3. Counselor-coordinator will have at least three vocational counseling sessions with each student enrolled in class.

4. An active file will be kept on each student and at least three appropriate tests will be given to check their progress and placement.

5. Every client will be given one three (3) hour session on job placement, job application and referrals, and job interviews.

6. The director of the adult education and the counselor-coordinator shall work with the welfare reform staff at the public aid office, attending all bi-monthly meetings.

7. Every effort shall be made to advance each student one grade level.

ADMINISTRATION

The attached chart shows the organizational structure of the adult education program and the relationship of the Title XX Public Aid coordinators to the total program.

a. See attached organizational chart.

b. Eligibility for Title XX will be made through the Waukegan and State Public Aid Office. A list of all public aid recipients will be compiled by our Title XX aide. We have a current list but will be updated periodically. After we have the eligibility our counselors will determine their educational requirements. This will be done through personal interviews and checking past school records.

c. Meetings will be held regularly with the Regional Title XX Supervisor, local adult education directors, Illinois Job Service, local public aid office, Urban League, Lake County CETA, and the Lake County Health Department to discuss all the problems and procedures on Title XX adult education. Two instructor training sessions will be held during the year to discuss teacher improvement, counseling and evaluation.

d. No sub-contracting will be done at this time.

RECRUITER-COUNSELOR

This person would obtain all up-to-date lists of persons on public aid in the North Chicago area from Public Aid Office.

Make personal calls and assemble information on basic education programs offered in our school for mailing to prospective students, set up a personal file on all new students. Do personal interviews and counseling when necessary. The position would also require working with other agencies, CETA, Lake County Health Clinic, Urban League, Puerto Rican Society and College of Lake County.

Education requirements - BS in Education preferred but work experience with the handicapped and disadvantaged might substitute, if person is working in a degree program.

Reports to adult education director and works with the basic educational program coordinator.

SUMMARY

In summing up our recruiting efforts every technique is used to recruit and retain the public aid clients in adult classes. No tool is more important though than personal contact, personal guidance and counseling, and personal interest in each student.

Enclosed in this packet of materials are letters, vocational objective sheets, daily logs, and other materials used by our coordinator in this project. All this material may be duplicated.

NORTH CHICAGO HIGH SCHOOL'S ADULT EVENING SCHOOL
TITLE XX PROJECT

NAME_____PHONE_____BIRTHDATE_____AGE_____

ADDRESS_____CITY_____ZIP_____

ARE YOU: EMPLOYED? _____ IF SO, WHERE_____DOING?_____
FULL TIME OR PART TIME? (CIRCLE ONE)

UNEMPLOYED? IF SO, ARE YOU LOOKING FOR WORK?_____ WHAT TYPE?_____

ARE YOU: SINGLE? MARRIED? OTHER_____ CHILDREN: 0-5 YEARS____6-18 YEARS_____

ARE YOU ON PUBLIC AID?____ PA # _____DO YOU HAVE A BABYSITTER? _____

ARE YOU ON SSI?_____ TRANSPORTATION: CAR___BUS____FRIEND___WALK___NONE__

RACE_____ HIGHEST YEAR IN SCHOOL YOU HAVE COMPLETED _____ WHERE_____

SEX_____

PLEASE CHECK THE PROGRAM YOU ARE INTERESTED IN:

____ABE	____BASIC OFFICE SKILLS	____COMPUTER/DATA PROCESSING
____GED	____BUSINESS	____TRADE & INDUSTRIAL
____ESL	____HUMAN POTENTIAL	____BOOKEEPING
____HOMEMAKING	____COLLEGE CLASSES	____CRAFTS

_____OTHER_____

WHEN YOUR TRAINING ENDS, WHAT DO YOU WANT TO DO?

GET MORE EDUCATION?_____IF SO, WHAT TYPE_____

GET A JOB? _____ IF SO, WHAT TYPE _____

COMMENTS_____

_____

_____

PERSON COMPLETING FORM _____

STUDENT'S SIGNATURE _____

DATE _____

North Chicago Community High School Information Survey

ME _____ ( ) M ( ) F Entering Date _____
Last First

DRESS _____ PHONE NUMBER _____

TE OF BIRTH _____ AGE _____ SOCIAL SECURITY NUMBER _____ COUNTY OF BIRTH _____

GHEST GRADE COMPLETED IN SCHOOL _____ WHERE _____ WHEN _____

ASON FOR LEAVING SCHOOL _____

RPOSE FOR ENTERING LEARNING CENTER _____

UCATIONAL GOALS _____ OCCUPATIONAL GOALS _____

RRENT OCCUPATION _____ FULL _____ PART TIME _____ NO. HRS. PER WEEK ___

RRENT WORK STATUS (check)

) Employed full time
) Employed part time
) Unemployed but seeking work
( ) Not seeking work - umemployed
( ) To be placed through employment office, CETA, other _____
( ) Do you receive public assistance?

unemployed, the main reason is (check)

) Unable to find work
) Keeping house
) In school
( ) Retired
( ) Disabled
( ) Other _____

MBER OF DEPENDENTS AT HOME _____ AGES _____

W STUDENT ( ) RETURNING STUDENT ( ) WAITING LIST ( ) NATIVE LANGUAGES _____

MPLETION DATED _____

ALUATION AND FOLLOW-UP _____

UDENT'S SIGNATURE _____

AFF SIGNATURE _____

NORTH CHICAGO COMMUNITY HIGH SCHOOL
ADULT EVENING SCHOOL

PUBLIC AID_____
NON-PUBLIC AID_____

HIGH SCHOOL CREDIT_____
BASIC ED._____
SECONDARY_____

COURSE TITLE_____

FIRST SEMESTER ☐
SECOND SEMESTER ☐

STUDENT LIST

NAME	PUBLIC AID ONLY CASE NUMBER	ENROLLMENT HOURS	ATTENDANCE HOURS	DROP-OUT	REMARKS

START

BUILDING

VOCATIONAL SKILLS

THROUGH

NORTH CHICAGO'S ADULT EVENING SCHOOL

TITLE XX PROJECT

WORK TOWARDS ACHIEVING -

-- HIGH SCHOOL DIPLOMA

-- HIGH SCHOOL EQUIVALENCY CERTIFICATE (GED)

-- ADULT BASIC EDUCATION (GRADE SCHOOL)

-- VOCATIONAL SKILLS

WE HAVE COURSES IN -

-- OFFICE SKILLS

-- DATA PROCESSING

-- ENGLISH AS A SECOND LANGUAGE

-- HIGH SCHOOL SUBJECTS

-- VARIOUS TRADE AREAS

-- RECREATIONAL CLASSES

THROUGH THE TITLE XX PROJECT, YOU CAN RECEIVE COUNSELING AND ACADEMIC GUIDANCE TO HELP YOU RETURN TO SCHOOL AS WELL AS FREE BOOKS AND TUITION!!!!!!!!

THE TITLE XX PROJECT IS AVAILABLE FOR THOSE STUDENTS WHO ARE ON PUBLIC AID OR SUPPLEMENTAL SECURITY INCOME (SSI).

YOU CAN ENROLL AT ANY TIME!

NORTH CHICAGO HIGH SCHOOL IS LOCATED AT 1717 17TH STREET IN NORTH CHICAGO.

FOR MORE INFORMATION CALL 689-3250 DAYTIME
689-3546 NIGHT

ASK FOR WILLIAM SHODGRASS.

EFFORT IS ESSENTIAL TO REACH YOUR POTENTIAL. GIVE US A CALL TODAY!

NORTH CHICAGO COMMUNITY HIGH SCHOOL

DISTRICT 123

Robert W. Jewell, Superintendent

Jerome E. Brolley, Principal *James S. Hintz, Business Manager*

1717 Seventeenth Street • North Chicago, Illinois 60064
Telephone: 689-3250

September 12, 1980

Dear North Chicago Resident:

Our North Chicago Adult Evening School has a large variety of course offerings this fall. You are one of the citizens that are eligible for free tuition to these various courses.

Please call us if you wish to enroll in any of our programs.

Some of the most popular courses are:

1. Adult Basic Education (elementary course offerings leading to an elementary certificate).
2. High School credit (courses marked with an asterick* that may be taken for ½ unit of credit).
3. ESL - English as a Second Language.
4. G.E.D. Preparatory leading to a G.E.D. High School Certificate.
5. Vocational courses for students with some college.

We have a counselor in our evening school who will assist you with your educational needs. Our phone number is 689-3250, extension 14 from 7:30 a.m. to 4:00 p.m., and in the evening from 5:30 p.m. to 9:30 p.m. the number is 689-3541.

We hope you will decide to enroll in our fall adult program. If you did not receive an evening school bulletin, copies are available at the North Chicago Library, Foss Park District office, City Hall, High School and Leo Kukla Towers.

Sincerely,

W-B Snodgrass

WILLIAM B. SNODGRASS, Director
Adult & Continuing Education

WBS:sjf

NORTH CHICAGO COMMUNITY HIGH SCHOOL

DISTRICT 123

Robert W. Jewell, Superintendent

Jerome E. Brolley, Principal — *Cheryl Tutcher, Business Manager*

1717 Seventeenth Street • North Chicago, Illinois 60064
Telephone: 689-3250

August 15, 1981

Dear Adult Education Student:

I am very sorry that after registering for our adult education G.E.D. program you were not able to complete the course.

Our program will start again this fall the week of September 29th. Our evening school bulletin will be mailed the latter part of August.

You may register by mail or in person. Our office will be open August 17th in the daytime and after September 1st in the evenings. Please call us if you need counseling help with your program, 689-3250, ext. 14 in the day time and 689-3541 in the evenings. We will be more than happy to work with you.

We hope you will enroll in GED again this fall. You may come on Tuesdays or Thursdays or both nights; no tuition, except for the books.

Sincerely,

Wm B Snodgrass

WILLIAM B. SNODGRASS, Director
Adult & Continuing Education

WBS:bhj

NORTH CHICAGO COMMUNITY HIGH SCHOOL

DISTRICT 123

Robert W. Jewell, Superintendent

Jerome E. Brolley, Principal — *Cheryl Tutcher, Business Manager*

1717 Seventeenth Street • North Chicago, Illinois 60064
Telephone: 689-3250

September 4, 1981

Dear North Chicago & South Side Waukegan Residents:

Our North Chicago Adult Evening School has a large variety of course offerings this fall. You are one of the citizens that are eligible for free tuition to these various courses.

Please call us if you wish to enroll in any of our programs. Many of you have been taking advantage of this opportunity.

Some of the most popular courses are:

1. Adult Basic Education (elementary course offerings leading to an elementary certificate).
2. High School credit (courses marked with an asterick* that may be taken for ½ unit of credit).
3. ESL - English as a Second Language.
4. G.E.D. Preparatory leading to a G.E.D. High School Certificate.
5. Vocational courses for students with some college.

We have a counselor in our evening school who will assist you with your educational needs. Our phone number is 689-3250, extension 14 from 7:30 a.m. to 4:00 p.m., and in the evening from 5:30 p.m. to 9:30 p.m. the number is 689-3541.

We hope you will decide to enroll in our fall adult program. If you did not receive an evening school bulletin, copies are available at the North Chicago Library, Foss Park District office, City Hall, High School and Leo Kukla Towers.

Sincerely,

Wm B Snodgrass

WILLIAM B. SNODGRASS, Director
Adult & Continuing Education

WBS:bhj

P.S. If you were in our program last year we have all of your records on file. Hopefully you will sign up again for one of our fall classes which start the week of September 28th, 1981.

NORTH CHICAGO COMMUNITY HIGH SCHOOL

DISTRICT 123

Robert W. Jewell, Superintendent

Jerome E. Brolley, Principal — *Cheryl Tutcher, Business Manager*

1717 Seventeenth Street • North Chicago, Illinois 60064
Telephone: 689-3250

September 8, 1981

Dear Pastor and Congregation:

The North Chicago Adult Evening School will be holding registration for the Fall Semester on September 1st - 25th, 1981. The office which is located at North Chicago High School, 1717 - 17th St., North Chicago, Illinois will be open for registration on Monday through Friday from 8:00 A.M. to 4:00 P.M. and during the evening on Monday through Thursday from 6:00 P.M. to 9:00 P.M.

The courses being offered are as follows:

High School Equivalency	High School Subjects
Certificate (GED)	Office Skills
Adult Basic Education	Vocational Skills
English as a Second Language	Various Trade Areas
	Data Processing
	Recreational Classes

We also have information regarding financial assistance for students in various programs.

I would appreciate your assistance in announcing and/or publicizing this information to your congregation.

If I can be of assistance to you or your members, please contact me at 689-3250.

Thank you for your help.

Sincerely,

W-B Snodgrass

William B. Snodgrass, Director
Adult and Continuing Education

WBS/sjf

NORTH CHICAGO COMMUNITY HIGH SCHOOL

DISTRICT 123

Robert W. Jewell, Superintendent

Jerome E. Brolley, Principal

Cheryl Tutcher, Business Manager

1717 Seventeenth Street • North Chicago, Illinois 60064

Telephone: 689-3250

April 2, 1981

Dear Adult Education Student:

Our records show that you were enrolled in our special tuition free adult programs the (Fall 1980 ____), Spring 1981 ____) semester.

We are very sorry that you had to drop our of this program.

However, we will be starting classes again on September 28, 1981. G.E.D. classes will start on Tuesday, September 29, 1981 and on Thursday, October 1, 1981. All other classes including Typing, Shorthand, Office Practice, Math, etc. will be staring that week also. Be sure and check our night school bulletin which will be mailed the first week in September for times, dates and room numbers.

Remember, all classes are FREE.

If you need any information call 689-3250 Ext. 24 in the daytime or 689-3541 in the evening. Our office is open from 5:30 P.M. - 9:30 P.M. Monday through Thursday evenings during the regular school year. One of our counselors will be glad to help you.

Sincerely,

William B. Snodgrass, Director
Adult & Continuing Education

WBS/sjf

NORTH CHICAGO COMMUNITY HIGH SCHOOL

DISTRICT 123

Robert W. Jewell, Superintendent

Jerome E. Brolley, Principal — *Cheryl Tutcher, Business Manager*

1717 Seventeenth Street • North Chicago, Illinois 60064

Telephone: 689-3250

May 4, 1981

Dear Adult Education Student:

I want to congratulate you on finishing your adult education course this past semester. It is difficult sometimes to complete complex tasks, but you did do this.

We would like to invite you back to our program next fall. The evening school bulletins will be mailed the latter part of August, or you may pick a copy up here at the school, city hall, or library. Classes are tentatively planned to start the week of September 28th, 1981.

Sincerely,

W. B. Snodgrass

WILLIAM B. SNODGRASS, Director
Adult & Continuing Education

WBS:thj

North Chicago ADULT EDUCATION

We looked HIGH and LOW for you!

Please come back next week!

689-3541

Someone is missing.

YOU! Please come back soon.

N.C.C.H.S. Adult Education — 689-3541